

## BYLAWS

### HUNTERS POINT NAVAL SHIPYARD RESTORATION ADVISORY BOARD

1. Purpose and Scope. The purpose of the Restoration Advisory Board (RAB) is to review, comment, and make recommendations to the Base Realignment and Closure (BRAC) Cleanup Team (BCT) on matters pertaining to the restoration and environmental cleanup of Hunters Point Naval Shipyard. In addition, the RAB should act as a forum for information exchange between the installation, affected community, Department of Defense (DOD), reuse groups, and regulatory agencies. The RAB shall be conducted in accordance with all applicable DOD and Environmental Protection Agency (EPA) guidelines.

Each member of the RAB is encouraged to provide comments, suggestions, and recommendations and participate in open discussion about all environmental issues related to the cleanup of Hunters Point Shipyard.

2. Regular Meetings of the RAB. The RAB will meet once a month at a regularly scheduled day and time selected by the RAB members. The public shall be notified of the date, time, and location as provided by applicable law.
3. Special Meetings of the RAB. Special meetings of the RAB may be called at any time by the co-chairs or a majority of the members of the RAB by oral or written notice to each member of the RAB and to any other entity or person legally required to receive notice of RAB meetings. Notice shall be received at least 24 hours before the time of the meeting, and the notice shall include the date, time, and place of the meeting and the business to be transacted. If the special meeting is to occur at a location other than the regular meeting location, a 15-day notice of the special meeting will be required. Special meetings should be announced at the regular RAB meetings, in public notices, or other related flyers to one of the three appropriate site mailing lists below:
  - A. RAB Members Only
  - B. RAB Information Distribution List
  - C. Interested Community Distribution List.
4. Quorum. A quorum for the transaction of official business at regular and special meetings of the RAB shall be considered present if at least one-third of the community RAB members are in attendance.
5. Voting. The community RAB members, or a designated alternate, may vote on any issues of concern to the RAB. The community RAB member, or alternate, must be present for the vote. A majority vote of the members present at a meeting is required for passage of any motion. No absentee ballots will be accepted.

The following general process will be followed:

- A. A motion must be made and seconded by a RAB member, or their alternate
  - B. The RAB members will hold discussion on the matter
  - C. The community will be afforded a reasonable amount of time to add comment on the matter, if requested
  - D. The motion will be put forth for a vote by the RAB members, or alternates
6. Open and Public Meetings. All meetings of the RAB shall be open and public, and all persons shall be permitted to attend any meeting of the RAB or its subcommittees, including special meetings.
  7. Attendance by Governmental Agency Representatives and Members Designated by Government Agencies. All RAB members are expected to attend regular meetings. Although the RAB has no power to force government agency representatives or members designated by government agencies to attend the meetings, the RAB may write letters to the respective agency to encourage their participation or request that their appointed representatives be replaced.

8. Attendance by RAB Members. All RAB members are expected to attend regular meetings. If any member is absent from four meetings in a calendar year he or she will be automatically removed from the RAB. There will be no distinction between excused and unexcused absences.
- Each member may designate an alternate to attend in his or her place. An alternate has all the privileges of a RAB member but does not count towards attendance.
9. Responsibilities of Community RAB Members. Community RAB members represent a vital component in the cleanup program and they have a direct responsibility to represent the interests and concerns of their community. Responsibilities of Community RAB members include:
- Regularly attending RAB meetings, committee meetings, training sessions, site tours, and participation in reviewing the Hunters Point Shipyard environmental cleanup program.
  - Giving advice and comment on the cleanup effort and environmental restoration program.
  - Regularly reporting back to the community that they represent. Members are responsible for soliciting comment and opinion from their community on cleanup issues.
  - Providing for the distribution of environmental cleanup information to and from the community they represent.
  - Reviewing and providing comments on documents related to the cleanup effort at Hunters Point Shipyard.
10. Term of Office. Each community member will serve an initial two-year term. Elections for new members or reappointment of existing members will be held the meeting following receipt of a member application or reappointment date. All appointees to vacant seats will serve out the term of that seat. Community members may remain indefinitely to their seat on the RAB.
11. Minutes. Minutes of each meeting of the RAB shall be recorded by the Navy as a summary of the meeting. A copy of the minutes shall be furnished to each RAB member within 7 days prior to the next meeting. Minutes of subcommittee meetings may be approved and incorporated into RAB meeting minutes. RAB members shall review, comment, and approve minutes at the next regular meeting of the RAB. A verbatim transcript of the meetings will also be prepared by the Navy.
12. Resignations. A member of the RAB may resign by giving notice in writing.
13. Membership Selection Criteria. The membership subcommittee or entire RAB membership will use, at a minimum, the following criteria for selecting RAB members. Additional criteria may be established at any time by the membership subcommittee or the entire RAB.

Members will be evaluated for:

1. Willingness to meet the purpose of the RAB (as stated in item #1 of these Bylaws)
2. Ability to work effectively and cooperatively with other RAB members
3. Ability to make a positive contribution to the RAB
4. Ability to serve a two-year term

In addition, when reviewing applications for the RAB, the membership subcommittee will strive to select representatives from the following types of organizations or individuals with qualities mentioned below:

Type	Number of Seats
Environmental Organizations	Balanced
Local Businesses	Balanced
Community-based Non-profit Organizations	Balanced
Residents at-large	Balanced
	Total membership = 30

The number of organizational seats should be used as guidance not a rule. If the membership subcommittee or entire RAB is unable to find organizations to fill some of these seats, then individuals who meet the first four criteria, should be appointed to the RAB as individual members.

In addition to these categories, three community organizations have permanent seats on the RAB because they are designated by government agencies, so long as their designation remains:

- The Mayor's Hunters Point Shipyard Citizens Advisory Committee (CAC)
- The Bayview Hunters Point Project Area Committee (PAC)
- U.S. EPA's Technical Assistance Grant Recipient

14. Filling Vacancies. A vacancy is defined as a seat 1) that has never been filled, or 2) from which a RAB member has officially resigned, or 3) that has been vacated because the member has missed four meetings in a calendar year, as defined under the section on attendance.

The membership subcommittee, or in its absence, the entire RAB, will review all RAB member applications. If no suitable applications are on file, then new applications will be solicited by placing advertisements in the local newspaper and in Navy publications. In addition, announcement of RAB openings will be made at the RAB meetings and at the Mayor's Hunters Point Shipyard Citizens Advisory Committee meetings. The membership subcommittee, or entire RAB, will submit its recommendations for new members to the full RAB for discussion and vote. Renewing RAB members are required to fill out a new application within 30 days after the expiration of their term. Renewing RAB members are not required to attend a membership subcommittee meeting prior to being approved. Only new applicants are required to attend a membership subcommittee meeting prior to coming before the full RAB board for elections. The membership application will reflect the distinction between the renewing member and the new applicant. Membership applications are available on the Hunters Point section of the Navy's web page at <http://www.efds.w.navy.mil/Environmental/HuntersPoint.htm>.

15. Election of Community Co-chair. The Community Co-chair shall serve a term of one year from July 1 to June 30. Prior to the expiration of the Community Co-chair term, the RAB will announce the availability of the co-chair position. Interested RAB members will have the opportunity to 'self nominate' or nominate a member of the RAB for the co-chair position. At the first regular meeting of the RAB prior to the Community Co-chair term expiration all community members of the RAB shall elect a co-chair. The Community Co-chair may be re-elected indefinitely. If the Community Co-chair resigns or loses their seat, a new co-chair will be elected and will finish out the term and then have to run for re-election.
16. Duties of Navy and Community Co-chairs. The Navy and Community Co-chairs shall preside over all meetings of the RAB. When either co-chairs are absent, their alternates designated by the respective co-chair may lead the RAB meeting. The co-chairs may authorize RAB representatives to attend meetings and hearings for the purpose of representing the RAB. The co-chairs are responsible for preparing and soliciting input for the agenda as well as assuring that the concerns of the community are heard and recorded and that the RAB's comments and/or recommendations are forwarded to the BRAC Cleanup Team and Navy for incorporation within the decision-making process at Hunters Point Shipyard.
17. Subcommittees. Subcommittees shall be established by a vote of the RAB. Each subcommittee shall elect a subcommittee chairperson, who shall be a RAB representative. Subcommittees should set up a Mission Statement and develop operating procedures. Members of the public may sit on and participate in any subcommittee.
18. Amendments. Once per year, amendments to the Bylaws shall be brought before the full RAB for referral to the Membership/Bylaws subcommittee. Membership/Bylaws subcommittee will make recommendations, after review, and then resubmit to the full RAB at the September RAB meeting for a vote. Amendments to these Bylaws require a majority vote at the September RAB meeting. Written notice of the amendments and their terms must be given at least one week prior to the meeting.

19. Parliamentary Authority. Matters not covered by these Bylaws shall be governed on a case-by-case basis at the discretion of the Arbitrator. Arbitrator shall be elected to serve a one-year term from January to January in order to cover the election of the Chair position.
20. Rules of Conduct. All RAB members and members of the public are encouraged to express their opinion on any matter of consideration before the RAB. In the interest of trying to conduct the meetings within a reasonable time frame, each agenda item will be discussed among the RAB members first and then the public will be allowed time to comment. The Chair may limit the time allotted for public comment.

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